

HANDSHAKE INSTRUCTIONS FOR STUDENTS

Handshake is UW-Superior's web-based recruiting system in which all students automatically have a life-time account. We encourage all internal and external employers to use this system as their primary job posting location.



STUDENT LOG-IN INSTRUCTIONS

1. Go to Career Services' webpage at www.uwsuper.edu/career
2. On the top of the screen, click the Handshake tab
3. Click the **Handshake Login** button
4. Enter your UW-Superior email address
5. Enter your E-Hive username and password



FILL OUT YOUR PROFILE

1. Some of your information will already be in your Handshake profile. Check to make sure all pre-loaded information is correct. If you find an error in any of your profile data, contact the Career Services office
 - Pay especially close attention to your major and GPA. Your profile is hidden from employers until you choose to make it public. Your GPA is hidden from employers until you choose to deselect the **hide from employers** box next to GPA when editing your Education section
2. When you are ready for employers to find you in searches and view your profile, click **Make Profile Public**
 - A public profile, and most information in the profile, can be seen by any employer on Handshake and by your Career Services Center. (Note: There are some Handshake profile components, like GPA, that have their own privacy settings. So you can make your profile public, but your GPA private, for example). Your profile can't be seen by other students or by Career Services Centers at other schools
 - If you make your profile private, it can only be seen by you and your school's Career Services Center
 - You can switch your privacy status at any time, from private to public or from public to private

REQUEST AN APPOINTMENT WITH A STAFF MEMBER

1. Click **Career Center** and select **Appointments** in the drop-down menu
2. Click the blue **Schedule A New Appointment** button in the top left
3. Select the appropriate **Category**
4. Select the appropriate **Type**
5. Select the desired date at the top of the page
6. Select the desired appointment slot
 - You can use the filters at the top of the page to search for a specific staff member and other criteria
7. Select the desired **Appointment Medium** (In Person, On Line, Phone Call), insert a note about what we can help you with, and click **Request**
8. The staff member will need to approve your appointment. Check for an email, a notification in Handshake, or check the appointment status on your Appointments page

UPLOAD DOCUMENTS

1. Click your name in the top right hand corner and select **Documents**
2. Click **Select from Computer** if you have not added a document or select **Add New Document** in the top right
3. Once you drag or choose a document from your computer, you'll see a preview of the document. You can name it, select the document type, and then Click **Add Document**
 - Uploaded documents can be resumes, cover letters, transcripts, or work samples
 - Files should be in .PDF, .DOC, or .DOCX format. Note: The preferred format is .PDF. Handshake will automatically attempt to convert any .DOC or .DOCX format into .PDF.
 - You can select the Feature on Profile option if you would like your document to be able to be found and viewed by employers on Handshake or your school's Career Services Center.
4. You will now be able to see your document and have the ability to build your profile from this document!

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SEARCH FOR JOBS

Start by clicking on Jobs on the top navigation bar. You will be taken to the Job Postings page. From here, there are various options available to view available jobs and narrow your search:

- To search for jobs using keywords **Enter a few keywords** in the search box and click **Search**
- Another great way to search for jobs and internships is to use the filters and create a saved search. If you are looking for an internship in a specific city, such as Superior, you can set these as filters in your search!
- To sort the job listings, use the drop down arrow next to **Sort By: Relevancy** button on top right hand corner. **Click** on the arrow. **Select** the basis for your sorted job list from the options provided
- As mentioned above, Handshake offers a variety of criteria to filter your search and create customizable search lists. **Click** on the drop down arrow just to the right of the criteria you'd like to filter. Options to select will appear. **Select** your options and **click** on **Search** at the top of the page. You may select as many options as you need
- To save a custom search, simply **select** your filter options and **perform** your search. **Click** on **Save these filters**. **Enter** the name and description of your search and **click Save**. It will now appear under **My Saved Filters**. To view jobs based on one of your saved lists, **click** on that list from **My Saved Filters**
- You can also create a filter for "Favorited Jobs". If you favorite a group of jobs, you can return to the list at any point by clicking **My Favorite Jobs** on the left hand navigation bar

APPLY FOR JOBS

1. **Select** the job that you are interested in applying for by **clicking** on **View Details**
2. Review the details and qualifications for the job
 - Note: You can take **notes** at the bottom of the page if you would like to come back to this job at a later date
3. If you are ready to apply click **Apply Now** located on the right side of the screen
4. **Select** the documents you would like to upload from your document library or upload from your computer
5. **Click** the green **Apply** button when you are ready to submit your application
 - If this job has additional application instructions you will see a message with directions that you will need to follow to complete this application. **Click** any links here to be directed to external applications
6. You will see that your application has been submitted!

EDIT DOCUMENTS

1. Click your name in the top right hand corner and select **Documents**
2. Find the document you want to edit or delete and **click** on it
3. **To edit/replace a document:** Documents stored in Handshake are in .PDF format, so you cannot make a change to the document directly within Handshake. You'll need to first make the change **in original document (on your computer)**, save it as a .PDF, and upload it as a **replacement**
4. **To feature on profile:** all you need to do is select this option, and the document will be set as visible, or public, on your profile page. You can **select featured on profile** at any time to remove this document from your profile
5. **For deleting your document:** Once you click Delete, you will be prompted to confirm this deletion. Handshake does not store old versions of your documents, so if you edit or delete a document you think you might want to reference in the future, please keep a copy of that document in your own files

If you have any questions regarding Handshake, please contact Career Services at: 715-394-8024 or career@uwsuper.edu